


NOTICE APPOINTING SUCCESSOR TRUSTEE

This event was created for use by the United States Trustee to appoint a successor trustee in a case.

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Trustee Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Notice Appointing Successor Trustee** from the drop down list; click [NEXT]
- STEP 5** **Select the Party** screen displays. If US Trustee appears in the drop down list, select US Trustee; click [NEXT] and proceed to **STEP 9**
- If US Trustee is not listed, click on **Add/Create Party**. Enter US Trustee in the **Last/Business Name** field; click [SEARCH]
- STEP 6** Highlight US Trustee; click [SELECT NAME FROM LIST]. Fill out **Party Information** screen; select US Trustee in the **Role** field; click [SUBMIT]
- STEP 7** **Select the Party** screen displays with US Trustee highlighted; click [NEXT]
- STEP 8** Place a check in the box to create association in this case; click [NEXT]
- STEP 9** Upload PDF file and any attachments; click [NEXT]
- STEP 10** Add the new trustee by clicking on the down arrow and highlighting the name; click [NEXT]
- STEP 11** Confirm case name and number; click [NEXT]

STEP 12 Docket text appears; review for accuracy; modify if appropriate; click [NEXT]

 *TIP - Text of docket entry cannot be modified from this screen. If modification is necessary, use [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION***

SAMPLE DOCKET TEXT

Notice of Appointment of Successor Trustee Jon Doe. Jane Loe (Trustee) removed from the case.

STEP 13 Notice of Electronic Filing displays.

